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7 March 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Survey of Index Work Procedures

25X1 1. Records Analyst, [] completed the attached analysis
25X1 in response to a new equipment request from Security Records Officer,
[] It must be emphasized that this analysis is based on the
continued use of existing index cards and does not extend into problems
of floor plan, work flow, and related matters because no examination
of procedures has been undertaken.

25X1 2. This morning, [] and I met at the Office of Security
25X1 with [] The analysis sheet, equipment details,
and illustrated literature were explained in full. I suggested that
a survey of the work procedures be conducted before any final decision
is made on the equipment.

25X1 3. [] told us that at a meeting with DDS late last week,
Col. White told Office of Security officials an upcoming Inspector
General report emphasizes records management in Security and that the
Index procedures should be studied in depth for 4 or 5 weeks and
automation possibilities for the Index be considered. I left with the
understanding our Staff would not act on our suggested Survey of the
procedures until I discussed this new proposal with the Chief,
Management Staff.

25X1 4. I met with [] at noon and discussed this equipment
and survey problem. He talked with [] about the "WALNUT"
project and other automation studies in progress. [] informed
me that the IBM and Systems Development Corp. survey reports on DDI
and Security were due Monday, 13 March. He suggested we withhold
further action with the Index until then.

25X1 5. I phoned [] this afternoon and advised him of these
latest developments.

[]
Chief, Records Management Staff

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